

## BY AUTHORITY

### Rules and Regulations

OF THE

## Department of Public Instruction

### 1. DEPARTMENT.

(1) The department shall appoint such teachers, principals and supervisors as may be deemed necessary and consistent with the laws, rules and regulations relating to public schools, such appointments, if not made for a definite period, to continue during the pleasure of the department, or, if made for a definite period, to continue during said period, subject, however, to termination at any time for cause or upon six months' written notice.

(2) The department shall provide for the examination of applicants for positions in the public schools and persons already teaching, and grant, issue and give certificates and diplomas not otherwise provided for by law.

(3) The department shall:

- Proscribe, adopt and enforce the use of a uniform series of text books in the public schools;
- Fix dates for the opening and closing of the public schools;
- Do any and all things necessary to the welfare of the public school system of the Territory not inconsistent with the laws of the Territory.

(4) The order of business of meetings of the department shall be as follows, unless otherwise voted:

- Roll call.
- Reading minutes of last meeting.
- Reports of superintendent.
- Reports of committees.
- Unfinished business.
- New business.

(5) The duties of the superintendent shall be:

(1) To preside at all meetings when present.

(2) To cast the deciding vote, in case of a tie, upon all matters requiring a vote of the commissioners.

(3) To do all things between meetings of the commissioners necessary to the proper conduct of the department, subject, however, to the approval of the department.

(4) To see that the registers and records are properly kept.

(5) To examine plan books and make comments on the same in writing, giving date of visit and time spent in room.

(6) To keep a full record of his work, showing the time spent in each school, the necessary time spent in traveling and in preparing work for the schools, making reports, etc., and to send a copy of this record to the department when called for.

(7) To submit to the inspector of schools all information in regard to the schools in his district; term outlines, lesson plans, written work of the pupils, records of his supervision and instruction in teaching, discipline and organization, and all other information that may be necessary for a full and complete inspection of the schools, and generally to do and perform any other duties required by the department, superintendent or inspector.

(8) To outline the work of the term for his assistants in accordance with the course of study.

(9) To make rules and regulations for his assistants and pupils necessary to the proper conduct of the school, to be in conformity with law and the rules and regulations of the department.

(10) To admit and release pupils according to the school law and regulations of the department.

(11) To assume and exercise general and frequent supervision over the teaching and discipline of the entire school.

(12) To be responsible for the proper care of all school property in his charge, and to make such rules and regulations, in accordance with the school law and the regulations of the department, as are necessary for his teachers to assist him in the same.

(13) To see that all registers and records of the school are properly

kept, and that all reports as required by the department are correctly made and promptly transmitted to the proper authorities.

(14) To make reasonable rules for the conduct of pupils in the school grounds and on their way to and from school.

(15) No principal shall admit into any public school or private school any child afflicted with any infectious or contagious disease, or retain in the above named schools any child found to be afflicted with any infectious or contagious disease.

(16) At the end of the summer term to make and transmit to the department an inventory of all property in his charge belonging to the department.

(17) To hold himself responsible to the department, through the supervising principal, for the proper conduct of his school in all respects.

(18) To be present at school every day at least twenty minutes before the opening of school.

(19) To perform all other duties required by the department, the superintendent, the inspector or the supervising principal.

(20) To be the duty of the assistant teachers:

(1) To prepare, with the assistance of the principal or vice-principal, and to place on file at the beginning of the term, a daily program, an outline of the term's work, and to keep on file the daily work of the pupils.

(2) To teach the subjects of the course of study as outlined by the principal.

(3) To keep a correct record as indicated by the school register, and to make reports of the same as directed by the department.

(4) To care for the school property and to assist in the supervision of the pupils during intermission, as indicated by the department through the principal of the school.

(5) To be present at school every day at least fifteen minutes before the opening of school.

(6) To hold school from 9 a. m. to 2 p. m. all school days, except on the last day of the fall and summer terms, on which days the schools may be closed at noon.

(7) At the end of the summer term to make and transmit to the principal an inventory of all property in his charge belonging to the department.

(8) To perform all other duties required by the department or any superior.

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are to be made except at the beginning of each school year.

Competent teachers in undesirable locations may be paid above schedule.

(6) Teachers duly certificated taking the place of teachers in the elementary schools shall be paid at the rate of \$2.00 per day; of teachers in high and normal schools, at the rate of \$3.50 per day. Substitute teachers without certificates shall be paid at such rate, not in excess of the above, as shall be determined by the supervising principal.

(7) A teacher may be transferred from one school to another at the discretion of the Department of Public Instruction.

(8) Salaries may be withheld until reports, health certificates, term outlines and inventories are received by the department.

(9) A teacher may be reduced in salary for failure to carry out the provisions of the course of study or for violation of the rules and regulations of the department.

10. LEAVE OF ABSENCE.

At the discretion of the department, a teacher may, for good and sufficient reason, such as illness, death in the family, etc., be granted a leave of absence for not more than sixty days, on full pay for the first seven days and at half pay for the remainder of the period of absence.

11. EXAMINATIONS AND TEACHERS' CERTIFICATES.

Examinations for teachers' certificates shall be held annually after the close of the spring term of the schools by the Territorial Board of Examiners at the time and place designated by the Department of Public Instruction.

Certificates of two grades shall be issued, viz.:

A. Primary Grade Certificate.

B. Grammar Grade Certificate.

(A) Primary Grade Certificate.

The requirements for a Primary Grade Certificate shall be as follows:

(1) A written examination in the following subjects: English (literature, history, orthography, composition and grammar), Nature Study, Geography (Hawaiian and general), Hygiene and Physiology, Manual Work, Physical Training, Arithmetic, Music, Drawing (illustrative work, as indicated in the Course of Study for Elementary Schools).

Standing required, 80 per cent in each subject.

Candidates must be at least eighteen years of age and of good moral character.

The candidate who passes this examination will be entitled to a permit to teach for one year in the school to which he is assigned.

(2) After one year's experience in teaching, candidates must pass a written examination in the methods of teaching the subjects of the grades taught during the previous year.

Standing required, 80 per cent in each subject, and an average standing of 80 per cent in the reports of the supervising principal of their school work during the previous year.

A candidate successfully passing this examination will be entitled to a permit to teach in the school for which the permit is granted for one year.

(3) After two years' experience in teaching, candidates must pass a written examination in the methods of teaching all the subjects of the Course of Study for Elementary Schools.

Standing required, 80 per cent in each subject and an average standing of 80 per cent in the reports of the supervising principal of the candidate's school work during the previous year.

In granting a Primary Grade Certificate, the standing of the candidate shall be determined by the Board of Examiners by considering the following requirements as of equal value:

(a) Academic preparation.

(b) Professional knowledge.

(c) Skill in teaching and school management.

The last requirement shall be determined from the reports of the supervising principal, the report of the inspector of the schools and the written work of the pupils submitted from time to time during the past year and on file in the office of the department.

No certificated teacher now employed by the department shall be required to take any examination specified in these rules until the expiration of the period for which his certificate was granted.

Candidates who have had three or more years of successful experience in teaching in this Territory shall be allowed to take the professional and academic examinations at the same time.

To candidates successfully passing these examinations, Primary Grade Certificates will be granted, which will entitle the holders to teach in any primary school in the Territory.

Such Primary Grade Certificates shall be granted to all teachers now employed by the department who hold first class Primary Grade Certificates without the requirement of any examination, provided that the holders of such certificates shall have had three years of successful experience.

(B) Grammar Grade Certificate.

Candidates for Grammar Grade Certificates must be holders of Primary Grade Certificates granted in this Territory, or their equivalents.

Standing required, 80 per cent in each subject.

Educational requirements:

English—based on college entrance requirements.

History—based on college entrance requirements.

Geography—commercial, Hawaiian and general.

Algebra to quadratics.

Plane Geometry—first four books.

Elementary Science—physics, physiology, biology and botany, as per syllabus published by the Department of Public Instruction.

Music—Tonic Sol-Fa and staff notation.

(1) A teachers may be dismissed from the service for cause, after a hearing of the case before the department or authorized agent of the department. The following may be considered as sufficient cause for dismissal:

(a) Immoral conduct.

(b) Insubordination.

(c) Inefficiency.

(d) Conviction of a penal offense.

(e) Incurable disease.

A teacher may also be dismissed

from the department whenever, after a hearing, it shall appear to the department that such dismissal will be for the benefit of the department.

Dismissal for any of causes (a), (c), (d) will include cancellation of certificate.

(2) A teacher may be transferred from one school to another at the discretion of the Department of Public Instruction.

(3) Salaries may be withheld until reports, health certificates, term outlines and inventories are received by the department.

(4) A teacher may be reduced in salary for failure to carry out the provisions of the course of study or for violation of the rules and regulations of the department.

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At the discretion of the department, a teacher may, for good and sufficient reason, such as illness, death in the family, etc., be granted a leave of absence for not more than sixty days, on full pay for the first seven days and at half pay for the remainder of the period of absence.

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(2) After one year's experience in teaching, candidates must pass a written examination in the methods of teaching the subjects of the grades taught during the previous year.

Standing required, 80 per cent in each subject, and an average standing of 80 per cent in the reports of the supervising principal of their school work during the previous year.

A candidate successfully passing this examination will be entitled to a permit to teach in the school for which the permit is granted for one year.

(3) After two years' experience in teaching, candidates must pass a written examination in the methods of teaching all the subjects of the Course of Study for Elementary Schools.

Standing required, 80 per cent in each subject and an average standing of 80 per cent in the reports of the supervising principal of the candidate's school work during the previous year.

In granting a Primary Grade Certificate, the standing of the candidate shall be determined by the Board of Examiners by considering the following requirements as of equal value:

(a) Academic preparation.

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(c) Skill in teaching and school management.

The last requirement shall be determined from the reports of the supervising principal, the report of the inspector of the schools and the written work of the pupils submitted from time to time during the past year and on file in the office of the department.

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(e) Incurable disease.

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Drawing—ability to illustrate historical stories of Course of Study and model land forms.

Professional Knowledge—methods of teaching subjects of elementary school course; child study and school management.

Candidates may take part of the subjects one year and part at succeeding examinations; provided, however, that all the examinations must be taken within a period of four years.

In granting a Grammar Grade Certificate, the standing of the candidate shall be determined by the Board of Examiners by considering the following requirements as of equal value:

(a) Academic preparation.

(b) Professional knowledge.

(c) Skill in teaching and school management.

The last requirement shall be determined from the reports of the supervising principal, the report of the inspector of schools and the written work of the pupils submitted from time to time during the past year and on file in the office of the Department of Public Instruction.

These certificates will entitle the holder to teach in any grammar school of the Territory.

Supervising Principals.

Supervising principals shall be appointed by the department at its discretion, but each appointee must be the holder of a Grammar Grade Certificate or its equivalent.

12. BOARD OF EXAMINERS.

There shall be a Board of Examiners, composed of the inspector of schools as chairman, and four supervising principals, appointed by the department for periods of two years.

All matters pertaining to examination and certification of teachers shall be referred by the department to the Board of Examiners for its recommendation.

13. RULES GOVERNING EXAMINATIONS.

The following rules shall be read and explained to all candidates at the beginning of each examination:

(1) Each candidate shall be furnished with a numbered card, on which he shall write his name. He shall write the number of this card on the headline of each paper given him for the examination. No candidate shall write his name on his paper or otherwise call the attention of those who are to examine and credit his work to any means of identifying his or any other paper. All cards shall be sealed immediately and not be opened until all papers have been examined and all work has been finally credited.

(2) Candidates shall communicate with no one except the person in charge of the room. All communication relative to the examination shall be in a tone of voice sufficiently loud to be heard by all candidates in the room.

(3) Examiners shall not enter into conversation with others than candidates or leave the room of which they have charge while the examinations are going on.

(4) Candidates shall not leave the room after receiving a paper and before having finished their work on the same without permission of the examiner in charge.

(5) Local examiners shall report to the superintendent any necessary deviations from these rules.

14. RECOGNITION OF CREDENTIALS.

University degrees, normal diplomas, State grammar grade certificates and State life diplomas may be accepted as the equivalent of our Grammar Grade Certificates.

Half time taught elsewhere than in the Territory may be allowed in determining the initial salary of assistant teachers in elementary schools.

15. RELIGIOUS INSTRUCTION.

No religious instruction shall be given in any public school. This is not to be construed so as to interfere with the practice of opening school with devotional exercises, or to restrict in any way the Sunday services as conducted in the public boarding schools, industrial schools or reformatory schools.

No profane or indecent language should be allowed on the school premises or on the way to or from school.

Special instruction shall be given on the evil effects of the abuse of alcoholic drinks and narcotics.

16. SCHOOL HOLIDAYS.

(1) Holidays when there is to be no school:

Labor Day.

Thanksgiving Day and the day following (Friday).

Washington's Birthday.

Good Friday.

Decoration Day.

Kamehameha Day.

Such other days as may be legally proclaimed holidays.

(2) On the following holidays the schools are to be in session, with some time given to appropriate exercises:

Arbor Day.